	APOLLO HOSPITALS, SECUNDERABAD	IMS – 02A
		Issue: C
	POLICY ON INFORMATION DISSEMINATION SYSTEM	Date: 05-01-2017
		Page 1 of 7
PREPARED BY: HOD-I T		APPROVED BY: Chief Executive Officer

1.0 Procedure:


To get a required format from the IT and fill the details of information that requires and fulfill the information and make the report gets validated by way of authorized signature.

2.0 Policy:

It is a generally accepted norm that timely and accurate information is widely available on various facets of its activities.

1. Maintain and implement a management system for all information dissemination products which must, at a minimum;
2. Establish and maintain inventories of all information dissemination products; Identify in information dissemination products the source of the information;
3. Provide electronic information dissemination products to the organization for distribution;
4. Establish and maintain communications with departments so that the agency creates information dissemination products that meet their respective needs;
5. Provide adequate notice when initiating, substantially modifying, or terminating significant information dissemination products; and
6. Ensure that, to the extent existing information dissemination policies or practices are inconsistent with the requirements of this Circular, a prompt and orderly transition to compliance with the requirements of this Circular is made.

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	APOLLO HOSPITALS, SECUNDERABAD	IMS – 02A
		Issue: C
	POLICY ON INFORMATION DISSEMINATION SYSTEM	Date: 05-01-2017
		Page 2 of 7
PREPARED BY: HOD-I T		APPROVED BY: Chief Executive Officer

ELECTRONIC INFORMATION DISSEMINATION:

The Organization will use electronic media and formats, as appropriate and within budgetary constraints, in order to make organization information more easily accessible and useful to the departments. The use of electronic media and formats for information dissemination is appropriate under the following conditions:

- (a) Develop and maintain the information electronically / soft copy;
- (b) Electronic media or formats are practical and cost effective ways to provide highly detailed volume of information;
- (c) The substantial portion of users have ready access to the necessary information technology and training to use electronic information dissemination products;


PROCEDURE FOR TIMELY AND ACCURATE DISSEMINATION OF DATA:

MEETING INFORMATION NEEDS OF SOCIETY:

The need for everyone to be furnished with relevant information is underpinned by the expectation that each member of the community has a contribution to make to its well being and development.

- The top managements and policymakers are obviously important users of information but certainly not the only ones.
- Depending on the specific department of the organization, information needs could be diverse. At the individual level, need information to advance their legitimate and rightful

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QUALITY DEPARTMENT

	APOLLO HOSPITALS, SECUNDERABAD	IMS – 02A
		Issue: C
	POLICY ON INFORMATION DISSEMINATION SYSTEM	Date: 05-01-2017
		Page 3 of 7
PREPARED BY: HOD-I T		APPROVED BY: Chief Executive Officer


interests. Needs information in tapping the fullest business potentials available in an economy. Equally, organization needs information in identifying gaps which might be overlooked in policy programmes.

- Having examined the information available from various sources, people will make informed decisions in the pursuit of their individual interests. At the collective level, they will voice out their views through various channels regarding the present state of affairs and aspirations for future development, aiming to influence the continuous process of policy review and planning for a better future. Together all these contribute to the development of the organization. It is therefore not a coincidence that in an organization striving for sustained development, the genuine needs of information is translated into a right to know.

THE DEVELOPMENT OF CONCEPTS AND METHODS:

- The organization ensures the utility of these data and its analytic reports by establishing standards for concepts for collecting and reporting such data and information, and by using established statistical methods or developing and vetting new methodologies to meet the policy and program needs of its sponsors.
- To identify and meet those needs, the organization works closely with users of its data and information in the execution (typically but not exclusively other executive branches),
- Our goal is to provide easily accessible relevant, timely, and accurate data to our data users.

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QUALITY DEPARTMENT


	APOLLO HOSPITALS, SECUNDERABAD	IMS – 02A
		Issue: C
	POLICY ON INFORMATION DISSEMINATION SYSTEM	Date: 05-01-2017
		Page 4 of 7
PREPARED BY: HOD-I T		APPROVED BY: Chief Executive Officer

- The data content of some of our key programs is driven directly by the organization and also maintains constant contact with a broad spectrum of data users to ensure that its data, estimates, and information remain relevant and accurate.
- Standard reporting units will be used. These include, but are not limited to, The large, multi-establishment sampling unit, reporting units may be created based on characteristics of the unit, such as its component service industries and geographic locations.
- Electronic reporting was offered as a means to improve the quality and timeliness of reporting and to minimize burden to the respondent. Prior to its introduction, electronic reporting was subjected to both cognitive and usability testing.

THE PLANNING AND DESIGN OF SURVEYS AND OTHER MEANS OF COLLECTING DATA:

- The organization ensures commitment to quality and professional standards of practice includes the use of modern statistical theory and practice in all technical work.
- A statement of objective will clearly state the purposes for which information is required, the major variables of interest, the tabulation plans, the design of other products, the quality expected, budget constraints, and expected delivery dates.
- Planning will take into account the needs of all areas affected by the data collection effort, including those involved in the design, collection, processing, estimation, and dissemination,


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QUALITY DEPARTMENT

	APOLLO HOSPITALS, SECUNDERABAD	IMS – 02A
		Issue: C
	POLICY ON INFORMATION DISSEMINATION SYSTEM	Date: 05-01-2017
		Page 5 of 7
PREPARED BY: HOD-I T		APPROVED BY: Chief Executive Officer

THE COLLECTION OF DATA:

- The organization assumes responsibility for determining methods of data collection, while minimizing respondent burden and ensuring quality, for all organization operations, regardless of data collection mode, medium, respondent universe, or subject.
- All data collection instruments, methods, systems, training, tools, and other materials will be validated before use.
- Quality assurance measures are documented and conducted for each data collection method.
- Quality and performance measurement and process control systems will be implemented and integrated in the data collection process to assist management and inform the quality of the resulting statistics, facilitating objectivity. These processes, systems, and tools will provide timely measurement and reporting of all critical components of the data.
- To enable managers to identify and resolve problems and assure that data collection is completed successfully.
- Quality checks are conducted at all stages of the collection process from data capture to imaging. Batch files from the Internet and mail check-in systems are stored electronically and the files can be reapplied if necessary. These batch reports include statistics on the number of revenue, rejects, and updated database fields.
- The secure handling of collected data will be assured by appropriate means throughout the entire data collection process to preserve confidentiality and privacy and ensure integrity.

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QUALITY DEPARTMENT


	APOLLO HOSPITALS, SECUNDERABAD	IMS – 02A
		Issue: C
	POLICY ON INFORMATION DISSEMINATION SYSTEM	Date: 05-01-2017
		Page 6 of 7
PREPARED BY: HOD-I T		APPROVED BY: Chief Executive Officer

- Permissions to all restricted directories are set so that only members of this group have access to the data.

THE DISSEMINATION OF DATA BY REPORTS, ELECTRONIC FILES AND OTHER MEDIA REQUESTED BY USERS:

- Dissemination refers to how data are internally and externally disseminated, including informing users of data quality, and the statistical used, all of which demonstrate the objectivity of the organization information.
- Statistical information products disseminated to the users and it may be accompanied with a statement describing their accuracy. Accuracy is the degree of closeness to the targeted value, using statistical measures of error.
- “The information on methodology provided or referenced will permit users to determine whether the data adequately approximates what they wish to measure, and whether the estimates they wish to use were produced with tolerances acceptable for their intended purpose.
- “The documentation provided to users must convey useful information on data quality.
- “The level of data to be provided to users on data quality or methodology will depend on the type of data collection, data sources, and analysis; confidentiality protection required by statute; the medium of dissemination; the range and impact of uses of the data.
- The measures, descriptions, and interpretation of data quality as well as the documentation of the methodology used for consistent

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QUALITY DEPARTMENT

	APOLLO HOSPITALS, SECUNDERABAD	IMS – 02A
		Issue: C
	POLICY ON INFORMATION DISSEMINATION SYSTEM	Date: 05-01-2017
		Page 7 of 7
PREPARED BY: HOD-I T		APPROVED BY: Chief Executive Officer

- Statistical information products disseminated to the organization / users will be produced in a timely manner.
- Timeliness encompasses frequency of data dissemination, as well as the closeness of the release to the data's reference period. Efforts will be made to collect and give data in a time interval that allows high quality data to be disseminated to the users and also ensures that the information is useful.
- Information collected by the Census Bureau will be designed to provide statistical measures that are relevant.
- The degree to which the information products provide useful information for both current needs and anticipated future needs.
- Statistical information products will be disseminated to the organization of data users with different requirements for data availability and understandability.
- Accessibility is the ease of access or effort needed for customers to acquire statistical data, products or services.
- To ensure that its statistical data are accessible and understandable to its data users.
- The organization disseminates the data via its website in several formats including excel and PDF. The data is also available electronically. The data are available via mail or fax upon request.
- Statistical information products disseminated to the organization means that there is the capability to use the documented methods on the same data set to achieve a consistent result.
- Data used to produce estimates that are stored electronically or in the form of hard copies.

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